

# **SOLDIERS' HOME SCHOOL OF PRACTICAL NURSING –TEWKSBURY HOSPITAL**

## **PROGRAM POLICIES**

### **Admission**

- All candidates seeking admission to the School of Practical Nursing must be a United States citizen or carry a current Resident Alien (green) Card. Proof of status will be required prior to interview.
- Admission application must be completed.
- Satisfactory pre-admission examination results. A score of at 35 percentile in English, reading and math must be attained to be considered for admission.
- Applicant must be a High School graduate. Official high school transcript (within the United States) indicating date of graduation or official (GED) score report with passing rate required. Applicants with a GED must also submit an official high school record for years attended.
- Two professional references from employers and/or teachers must be submitted to the school
- Foreign educated applicants must have their high school records evaluated for US high school or GED equivalency by the Center for Educational documentation.
- If foreign educated, or if English was a second language\* in high school, the Test of English as a Foreign Language (TOEFL) must be taken. A minimum score of 525 (paper and pencil), 197 (computer), or 71 (internet) must be attained to be considered for admission. TOEFL scores are valid for two years.
- All applicants who have completed the above will be given an interview.
- After review by the Admissions Committee, applicants are notified of their admission status.
- Applicants must clear a CORI check. The Commonwealth's Executive Office of Health and Human Services Agencies have been authorized to perform Criminal Offender Record Information (CORI) checks on all candidates accepted to the school of nursing prior to registration. CORI checks may be repeated during the school year by Soldiers' Home and/or affiliating agencies.
- Prior to registration, incoming students must sign an employment agreement to work for a Commonwealth of Massachusetts Health Care facility as a Licensed Practical Nurse for a minimum of one (1) year after graduation or 2000 hours. Graduates who do not fulfill the work requirement will be responsible for remitting a default payment.
- On or before registration, incoming students must submit proof of health insurance.
- On or before registration, incoming students must submit a completed Immunization/Medical Record with health clearance by a primary care physician. Students may be requested to update health information throughout the academic year.
- On or before registration, incoming students must order books, uniforms, and submit in full payment for all school fees.
- Applicants who have been enrolled in other nursing programs and have not passed nursing courses and /or clinical may be denied admission into the program.
- Soldiers' Home students who did not complete the program due to low grades, failure, poor clinical performance, or misconduct will not be considered for readmission to the program.
- This policy frames minimum standards for admission to Soldiers' Home School of Practical Nursing. Meeting minimum standards for admissibility does not guarantee admission for any applicant, since a wide range of factors are considered in admissions decisions and the applicant pool is usually large.

\*There is currently no statewide definition of ESL students. However, students who do not speak English in their homes, received basic education outside of the United States, or who are using ESL coursework to make transition into mainstream classrooms may reasonably be considered ESL students. In some school districts ESL students may be referred to as English Language Learners (ELL) or limited English Proficient (LEP).

### **Non Discrimination**

The School of Practical Nursing ensures equal opportunity regardless of race, religion/creed. Ethnic origin, gender/sex, marital status, age, disability or veteran status.

## **Attendance**

- Attendance is required at all scheduled classes and clinical experiences.
- Failure to attend class/clinical seriously jeopardizes an individual's eligibility to remain in the program.
- Students will be given a copy of the attendance policy on the first day of school.

## **Course Exemption**

- Course must be congruent with the course taught at Soldiers' Home.
- Must have received a grade of "B- (80%)" or better.
- Course must have been completed within five years at an accredited school.
- Course with a clinical component can not be exempt
- Applicant may not exempt more than half of a term.
- Applicant may not exempt more than one third of the program.
- Applicant must submit the following: written request to exempt a course, official transcript from an accredited school/college, and course description taken from the school catalogue.

## **Dismissal**

- Students may be dismissed from the program for academic and/or clinical failure or for any serious offense such as:
  - ..... Deliberately endangering the well-being of a patient or any other person
  - ..... Possession of alcohol or drugs
  - ..... Appearance of alcohol or drug use
  - ..... Repeated and open defiance of authority
  - ..... Deliberate destruction of school or hospital property/equipment
  - ..... Theft
  - ..... Dishonesty
  - ..... Cheating
  - ..... Failure to abide by agency/school policy

## **Grading**

- Details of grade determination and course requirements will be included in the course overviews.
- Course grades are reported as numerical grades or pass/fail on the transcript.
- The passing grade for all courses is a 75%, with the exception of the Clinical Medication Administration Test which has a passing grade of 85%.
- Students must receive a minimum of: 75% in all courses, an 85% in the Clinical Medication Administration Test, and a pass in clinical to be promoted to the next term and remain in the program.
- Failure in either the theory or clinical component of any course will necessitate dismissal from the program.

## **Graduation Requirements**

- Successful completion of all program requirements within the established time plan
- Achieve a passing grade in all courses
- Achieve a passing grade in all clinical components
- Meet all financial obligations to the school
- Return all library books and borrowed equipment
- Complete National Achievement Tests
- Attend Commonwealth of Massachusetts job fair
- Complete an application and participate in an interview for State employment
- Participate in Graduation Exercises

### **Readmission**

- Request for readmission must be made in writing to the director of the school
- Only applicants in good standing will be considered for readmission.
- Applicants:
  - ..... must return within one year from previous enrollment
  - ..... are allowed readmission only once
  - ..... must demonstrate retained competency in specific skills
  - ..... must retake the Clinical Medication Administration exam and pass with at least a 85%
  - ..... are required to pay school fees
- Readmitted candidates must resubmit:
  - ..... Current health insurance information
  - ..... Updated health record
  - ..... Renewed employment agreement
  - ..... Signed CORI authorization form.

### **Retention Rates**

- Applicants have the right to know the completion rate for the program. The information is available upon request.

### **Tuition**

- Soldiers' Home does not charge a tuition
- Students are responsible for the purchase of textbooks – approx. \$1100, uniforms – approx.\$375, and program fees – approx. \$1200 (Prices are subject to change.)
- Financial Aid is not offered for/by this program

**The School of Practical Nursing reserves the right to change any school policy deemed necessary for the successful running of the school.**